

PRIVACY and SECURITY ALERT!

UPLOADING CONSUMER DOCUMENTS



April 10, 2017

PLEASE NOTE THE FOLLOWING:

- Consumer documents that are uploaded by Assistors to individual consumer accounts (i.e. paystubs, immigration documents) contain confidential Personally Identifiable Information (PII).
- Before uploading any document to a consumer account, an Assistor must verify that the document matches the account to which it is being uploaded by completing the attached Document Linking Checklist.
- The Document Linking Checklist must be completed for EACH document prior to upload. If one consumer has provided three separate documents, a Checklist must be completed for EACH of the three documents prior to upload.
- Assistors must answer all the questions on the Checklist for each document prior to uploading the document.
- *Failure to complete the Document Linking Checklist could result in a document being uploaded to the incorrect consumer account, which may require an Assistor Organization to provide consumer notice, credit monitoring and/or reporting to state or federal agencies.*

Document Linking Checklist

Answer the following questions before linking each document to a consumer's account.

| | Yes | No | N/A |
|--|-----|----|-----|
| Does the name on the document, match the name of a consumer listed in the account you are linking to? | | | |
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| If there is an address listed on the document, does it match the address of the consumer account you are linking to? | | | |
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| If there is a SSN on the document, do the last four digits match the last four digits of the SSN of a consumer listed in the account you are linking to? | | | |
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| If there is a DOB on the document, does it match the DOB of a consumer listed in the account you are linking to? | | | |
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| After reviewing the questions above, have you confirmed you are linking this document to the correct account? | | | |